



Embroiderers' Association of Canada, Inc.  
Association canadienne de broderie, Inc.

# Registrar Job Description

**Date:** 2024-12

**Next review date:** 2026-05

**Type:** Appointee

**Reports to:** Education Director

**Term:** Minimum two-year term; to be extended in two-year increments upon Board invitation, but this can be extended as this is an appointment, not an elected position.

## Function

- Works under EAC/ACB Education Director
- To handle all administrative aspects of student registration for EAC/ACB courses and projects.
- To act as a liaison between students, counsellors, authors/designers and the Education Director.
- Reviews Education policies, procedures and all Technique Study Courses for accuracy.

## Time Commitment

- 12 or more hours per week
- Additional time as necessary to respond to correspondence, etc.

## Duties

- Respond to all inquiries regarding Technique Study Courses and Projects.
- Creates, updates and manages the Project and Course information on the Learning Opportunities page on the Website.
- Accept student registrations and registration fees, and issue receipts.
- Confirm membership numbers and contact info, advising the Membership Director of any changes.
- Confirm with the student that the registration/purchase has been completed.
- Generate invoices to address special circumstances not covered by web registrations.

- For Technique Study Course (TSC) registrations:
  - Verify if prerequisites are met
  - Assign each student to a counsellor.
  - Establish start and completion dates
  - Distribute the first two lessons to the student along with a bibliography, welcome letter, registration form (which includes information about the assigned counsellor), library letter and general procedures.
  - Forward the remaining lessons, along with a letter containing the student's contact info, to the counsellor for distribution as the student completes each lesson. Include Evaluation forms which are to be sent with the second last lesson, and a Record of Registration form to be completed by the counsellor to record the status of lessons and to be used to pay the counsellor for services.
  - Maintain a file for each student.
  - Enter information in the Registration Data spreadsheet.
  - Amend completion dates if an extension is requested.
- For Project registrations:
  - Assign each student to a counsellor.
  - Establish start and completion dates.
  - Forward Welcome letter, project text, registration form, evaluation forms, project guidelines and library letter to the student.
  - Send notifications to the author/designer as per the terms of the contract.
  - Enter information on the Registration Data spreadsheet.
- For Cyber project registrations:
  - Forward a Record of Registration to the designer, Online assistant and Education Director once registration closes.
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- Maintain a payment schedule to the designer/counsellor for each course/project offered.
- Keep the Comms Team apprised of any new or upcoming offerings.
- Report open/active registrations to the Education Director to be shared at the Education Committee meetings and Board meetings.
- Update Course Offering Schedule for the Treasurer
- Complete the financial Technique Study Deferral report at the end of the fiscal year for the Treasurer.
- Submit registration fees, expense forms, receipts and counsellor payments to the EAC/ACB Treasurer.

- Maintain a master copy of all Technique Study Courses, Projects, forms and form letters and update them as necessary.
- Reply to correspondence in a timely fashion.
- Prepare and submit reports for the Board, AGM and Education Committee meetings to the Education Director and/or in Drive.
- Keep the Education Director informed of concerns or problems.
- **In the final year of the term**, work with the Incoming Registrar for a smooth transition.

## Meetings to Attend

Attend the virtual Board, AGM and Education Committee meetings. May attend, at own expense, the in-person Board and Education Committee meetings at Seminar, unless specifically requested by the Board. Both these meetings have the option to attend virtually.

## Skills Required

- Excellent communication skills, tact and diplomacy.
- Excellent organizational skills.
- Word processing skills: home computer, email, Microsoft Office and Excel programs.

## Skills Developed

- Detailed knowledge of the operation of EAC/ACB, including the Education Committee.
- Opportunity to become involved with decision-making.
- Interpersonal skills working with national Board members.

## Registrar Timeline

### January

Attend the virtual Board meeting.

### February

Attend the virtual Education Committee meetings.

### March

Attend the virtual AGM.

### April

Prepare and submit a report to the Education Director for May Board and Education meetings.

## **May**

Attend the Board and Education meetings at the seminar, if possible. There are options to attend virtually.

## **June**

**At the end of the term of office:**

- Update this Job Description
- Forward the Registrar files to the Incoming Registrar at the end of the month.

## **July**

Prepare and submit the year-end financial Technique Study deferral report to the Treasurer.

## **August**

Prepare and submit a report for September Board and Education meetings to the Education Director. Prepare an annual report for the August fiscal year-end for inclusion in the AGM booklet for the following March General Meeting.

## **September**

Attend the virtual Education Committee meetings and Board meeting.

## **October**

Prepare and submit a report to the Education Director for November Board and Education meetings.

## **November**

Attend the virtual Education Committee meetings and Board meeting.

## **December**

Prepare and submit a report to the Education Director for the January Board and Education meetings.

## **Ongoing**

- As outlined in the *Duties* list above.
- Maintain files and Excel data
- Duplicate teaching materials as necessary
- Reply to correspondence in a timely fashion
- Submit expense forms to the EAC/ACB Treasurer regularly